## DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING 198 COUNTY DF JUNEAU, WI 53039 September 4, 2013

## **MINUTES**

- 1. **CALL TO ORDER**: Meeting was called to order by Chairman Bischoff at 8:01 a.m. with the following members present:
- 2. ROLL CALL:

Robert Ballweg Larry Bischoff Jeff Duchac John Fabisch Tom Schaefer

ABSENT: None.

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Clearview Administrator; Jacqueline Kuhl, Brian Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; and Tony Marchese, Director of Finance.

- 3. **APPROVAL OF MINUTES OF AUGUST 13, 2013 MEETING**: Motion made by Duchac to approve the August 13, 2013 Minutes; seconded by Fabisch. Motion carried.
- 4. **APPROVAL DEVIATING FROM THE AGENDA**: Motion made by Schaefer to deviate from the Agenda if required; seconded by Fabisch. Motion carried.
- 5. **PUBLIC COMMENT**: None to report.
- 6. **COMMITTEE MEMBER REPORTS**: None.
- INVOLUNTARY DISCHARGES: None to report.
- 8. **CENSUS REPORTS**:

CBIC:	24 of 30
Clearview North:	129 of 140
Clearview Behavioral Health 1/2:	20 of 20
ICF-IID (formerly FDD):	43 of 46
Trailview	2 of 4
Clearview Community Group Home	4 of 4

## 9. **ADMINISTRATOR'S REPORT:**

- Resolution to Dodge County Board of Supervisors Regarding Environmental Services Positions: A Job Description Questionnaire ("JDQ") is in process, with a wage determination by the Human Resources Committee. Motion by Duchac; seconded by Fabisch, to approve and forward to the County Board for consideration at its September 17, 2013, meeting a Resolution to:
  - O Abolish one funded, filled, benefited, full-time position of Assistant Director of Environmental Services at Clearview, effective on or about November 1, 2013, the exact effective date to be determined by Clearview Administrator in the exercise of the sole discretion of the Clearview Administrator;
  - Abolish one funded, vacant, benefited, full-time position of Shipping Receiving Clerk, effective immediately; and
  - O Create one new, benefited, full-time position of *Maintenance Lead* at Clearview, effective January 1, 2014.

Motion carried.

- Van Bid Results: Homan Auto Sales was awarded the van bid (2014 Dodge Grand Caravan SXT) with a low bid of \$23,935.00. Motion by Ballweg to award the van bid to Homan Auto Sales; seconded by Schaefer. Motion carried.
- Update: Generator Add-Ons: Administrator Hooper updated the Committee that the generator has the capacity to be added onto now that full building capacity is known. Gerry Schoppe, Director of Environmental Services, received a quote from Altmeyer Electric and SureFire. SureFire came to look but did not submit a bid. Motion by Schaefer; seconded by Ballweg, to increase generator capacity in this year's budget. Motion carried.
- Update: Leading Age Public Policy Forum: Administrator Hooper informed the Committee that team members will be presenting at the LeadingAge Wisconsin Fall Conference, outlining our organizational structure change. The presentation is entitled "Blurring the Lines."
- Update: Community Based Residential Facility ("CBRF"): Administrator Hooper updated the Committee on the License Application submitted. We are awaiting the engineer walk-through and the Bureau of Assisted Living Surveyor. Administrator Hooper announced the hiring of an Assisted Living Supervisor, Lindsay Kirchoff, who will start on September 11, 2013.
- Marsh Country Health Alliance Annual Rate: The 2014 rate for MCHA counties starting January 1 will be \$62.98. A print-out of the PowerPoint presentation made at the Marsh Country Health Alliance Annual Meeting will be provided to the Committee.

- Update: Budget: The Health Facility Committee was updated on changes made to the 2014 budget since last committee meeting. The changes that were discussed were adjustments made to revenue and expense causing the budgeted loss for 2014 to be \$1,662,041. With the adjustment to Clearview's budgeted loss the levy request was adjusted as well, the new levy request for 2014 will be \$299,428. All other areas of the budget remained unchanged since the last committee meeting.
- Wisconsin Music and Memory Initiative: Administrator Hooper updated the Committee that Clearview has been chosen to participate in this program, which will bring the benefits of personalized music. Equipment for 15 residents will be provided to residents with dementia. Training will be provided to staff via webinars, with monthly support meetings via video conferencing.
- Write-Off: We will continue to keep the Committee posted on the write-off status. No action is being taken at this time.
- Administrator Hooper informed the Committee that the pipe testing was completed last week by H&H Industries, following the fitting break last December.
- 10. **NEXT MEETING DATE**: **Tuesday, October 1, 2013, at 8:00 a.m.** in the Towne Centre Conference Room on the first floor of Clearview, located at 198 County DF, Juneau, Wisconsin.
- 11. **ADJOURN**: There being no further business to come before the Committee, Motion by Fabisch to adjourn; seconded by Duchac. Meeting adjourned at 9:42 a.m.

Dated this 1<sup>st</sup> day of October, 2013.

Respectfully submitted,

Thomas Schaefer, Secretary

HF Minutes 9-4-13